

# JOB DESCRIPTION

## Museum Curator - Education

Date Open: January 11, 2016  
Date Close: Until Filled

Schedule: 8 am – 5 pm  
Monday - Friday

Salary: \$41.997 -  
\$51.651 – Annual Job # 16-007  
Full Time

**SUMMARY:** Under general supervision of Museum Director, this is a specialized museum curatorial work in the development, implementation and management of education programs. Work involves the application of a specialized body of knowledge and skills in the field of Museum education in a manner that enhances the enjoyment and understanding of Museum patrons. Work is performed in accordance with professional standards and practices as well as the operating policies and procedures of the Roswell Museum and Art Center. Some of the work actions and decisions of the job represent the last level of responsibility but most are reviewed by the Museum Director before being considered final. Work requires application of a specialized body of knowledge that requires considerable pre-employment education and training. May supervise contract employees and volunteers including directing support staff as necessary on specific projects.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plan, direct and arrange for special educational programs employing the facilities and resources of the Museum.
- Contribute to Museum publications and publicity.
- Contribute expertise and insight on a variety of staff committees governing Museum programs.
- Direct docent, studio classes, and outreach programs.
- Prepare and deliver lectures to various groups on topics related to the Museum's collection.
- Assume administrative responsibility for a variety of programs under the auspices of the Museum, including recruitment and training volunteers.
- Perform related work as required.

### MINIMUM QUALIFICATIONS:

#### Education, Training and Experience Guidelines:

Bachelor's degree from an accredited college or university in Art Education, Art History, Anthropology, Museum Studies or Studio Art or other discipline related to the objectives and goals of the Museum, preferably supplemented by graduate-level study, and two years' increasingly responsible museum education experience.

#### Knowledge of:

- Specific historical or art-related discipline pertinent to the Museum's goals, objectives and collections.
- Reference and source materials for research and the implementation of programming.
- Principles of Museum education and AAM standards for education and interpretation.
- Computers.
- Art and history of the American Southwest.

#### Ability to:

- Develop, implement and maintain the Museum's educational programs.
- Conduct independent research on technical subjects and to summarize and prepare sound recommendations on the basis of such research.
- Express ideas clearly and concisely, verbally and in writing.
- Establish and maintain effective working relationships with co-workers and the public.

### LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid Class D driver's license issued by the State of New Mexico and have a satisfactory driving record.

### NECESSARY SPECIAL REQUIREMENTS:

Must be able to pass a rigid background investigation including work history, criminal records, driving records and other records deemed necessary.

Must pass a post-offer pre-employment drug screen administered by a City-designated facility.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.

**MUST SUBMIT THE "PRE-EMPLOYMENT RELEASE AND WAIVER" FORM WITH THE APPLICATION**